



SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN BERNARDINO EMPLOYMENT APPLICATION

Personnel Department
172 West Third Street, Second Floor
San Bernardino, CA 92415-0302

Phone: (909) 387-6894

Job Hotline: (909) 387-9150

Website: www.sbcounty.gov/courts

Date Received:

JOB TITLE _____ ANNOUNCEMENT NO. _____

APPLICATION ESSENTIALS

- Carefully read the job announcement to be sure that you meet the minimum requirements. Applicants who fail to show how they meet these requirements will be disqualified from the examination.
- Complete all sides of this application. **Print in black ink or type.**
- The information you provide in this application will be used to verify and evaluate your job qualifications. An incomplete application or inaccurate information may disqualify you.
- A resume will not be accepted in place of a completed application.
- **This application must be returned according to the instructions listed on the job announcement.**

Qualified
Disqualified

Code _____

Initials _____

Date _____

Last Name _____ First Name _____ Middle Initial _____ Social Security Number _____

Mailing Address _____ City _____ State _____ Zip Code _____

Home Phone () _____ Work () _____ Message Phone () _____

Authorization to Release Information

My signature affirms that all information on this application and any attachments is true and complete to the best of my knowledge. I understand that any false statements may lead to disqualification or dismissal. Further, I authorize all employers, institutions, government agencies and persons named as references (except in regard to my current employment if I specify that I do not want my employer to be contacted) to release information for use in establishing my qualifications and credentials for this position. This authorization:

- removes all liability from those who provide information and verification in response to any information I have stated in applying for this job or any information that has a bearing on my suitability for employment with the Superior Court of California, County of San Bernardino.
- releases the Superior Court of California, County of San Bernardino and any agent acting on its behalf from any and all liability of whatever nature in requesting or using such information to assess my candidacy for employment.
- is valid during my entire candidacy and during any resulting period of employment with the Superior Court of California, County of San Bernardino.

SIGNATURE _____ DATE _____

FAILURE TO ACCEPT A JOB OR APPEAR FOR AN INTERVIEW MAY RESULT IN REMOVAL OF YOUR NAME FROM THE ELIGIBLE LIST.

- Indicate the type of position(s) you will accept: Full-time Part-time Temporary
- Indicate the geographic area(s) where you will work. Refusing a job offer if you check its location below will result in removal from the list.

WEST END	VALLEY	LOWER DESERT	UPPER DESERT	MOUNTAINS
Chino	San Bernardino	Joshua Tree	Victorville	Twin Peaks
Rancho Cucamonga	Fontana		Barstow	Big Bear
	Redlands		Needles	
- Have you ever been dismissed or terminated from any position for performance or other disciplinary reasons? (Applicants whose dismissals or terminations were overturned, withdrawn [unilaterally or as part of a settlement] or revoked need not answer yes.) Yes No
- As an adult (age 18), have you ever been convicted of a misdemeanor or felony?** Yes No **You must complete this section to be considered for the job(s) and to continue in the examination process.** Make attachments if needed. Convictions are evaluated for each position and are not necessarily disqualifying.
Date and location of conviction: _____ Code violation number: _____
Description of offense: _____
- Do you have any relatives working for the Superior Court of California, County of San Bernardino? Yes No
Name: _____ Department: _____ Relationship: _____
- Driver's license (if needed for the job). Class: _____ State: _____ License Number: _____ Expiration date: _____
- Check all that apply: Highschool: 9 10 11 12 GED HS Diploma Some College Undergraduate Degree Graduate Degree
- List languages other than English in which you are proficient. Read _____ Write _____
- If this position requires typing and/or shorthand, please indicate. Typing speed: _____ wpm Shorthand speed: _____ wpm

Professional Credentials (Licenses, Certificates, etc.)

Name or Description and License No. (if applicable)	Issuing Agency or Board	Issue Date	Expiration Date

Educational Institutions Attended (College, University, etc.)	From To		Course of Study/Major	# of Units Completed		Type of Degree Completed or Certificate
	Mo/Yr	Mo/Yr		Sem	Qtr	

EMPLOYMENT HISTORY: Please account for all employment within the last ten years, beginning with your current or most recent position. In addition, please indicate any other experience which you feel is relevant to the position for which you are applying (e.g., volunteer experience, military experience, etc.). **Resumes are welcome, but will not be accepted as a replacement for this application. Please use the additional work experience addendum form or you may attach additional sheets if necessary.** Complete all requested information fully. **Your application will be rejected if you write "See Resume."**

ORGANIZATION – Department/Section	Title of Most Recent Position	From – Month/Day/Year	To – Month/Day/Year
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Name and Title of Immediate Supervisor

Address	City, State	Zip Code	Phone Number
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Monthly Salary Beginning \$_____ Ending \$_____	Hours per Week _____ Reason for Leaving _____
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Are you currently employed there? Yes No If yes, may we contact your supervisor(s)? Yes No
Are you currently in a supervisory position? Yes No If yes, how many people do you supervise? _____

Summary of Job Duties

FOR OFFICE USE

ORGANIZATION – Department/Section	Title of Position	From – Month/Day/Year	To – Month/Day/Year
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Name and Title of Immediate Supervisor

Address	City, State	Zip Code	Phone Number
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Monthly Salary Beginning \$_____ Ending \$_____	Hours per Week _____ Reason for Leaving _____
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Are you currently employed there? Yes No If yes, may we contact your supervisor(s)? Yes No
Are you currently in a supervisory position? Yes No If yes, how many people do you supervise? _____

Summary of Job Duties

FOR OFFICE USE

ORGANIZATION – Department/Section	Title of Position	From – Month/Day/Year	To – Month/Day/Year
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Name and Title of Immediate Supervisor

Address	City, State	Zip Code	Phone Number
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Monthly Salary Beginning \$_____ Ending \$_____	Hours per Week _____ Reason for Leaving _____
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Summary of Job Duties

FOR OFFICE USE

Superior Court of California, County of San Bernardino
Personnel Department

FAIR EMPLOYMENT INFORMATION

Attention applicant: Please do not detach. This information will be detached from your application and used for research and statistical purposes only. In order to comply with Federal regulations in the area of Equal Employment Opportunity Employment, employers must have data available on applicant flow patterns (41 CFR 60-2, 12, 60-250.5). For this reason, we would appreciate your voluntary cooperation in providing the following information. Notwithstanding the provision of these regulations, it shall be unlawful for purpose of any appointment, hiring or promotion to use this information to discriminate against a prospective or incumbent employee or to give preference to a person identified as a member of an ethnic, racial or religious group upon the basis of such membership or identification.

Title of job for which you are applying _____

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Social Security Number

Birth Date

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Month

Year

Last Name: _____ First Name: _____ M.I.: _____

Superior Court of California,

County of San Bernardino Employee: Yes No Sex: Male Female

Disabled: Yes No

As a result of a disability, will you need to have accommodation in the:

Interview/examination process

Performance of the essential functions of the job

ETHNICITY (Check off the most appropriate choice)

American Indian or Alaskan Native

Hispanic

Asian or Pacific Islander

White (Not Hispanic Origin)

Black

Other

How did you hear about this employment opportunity? (Check off the most appropriate choice)

Weekly Listing/Job Announcement

Employment Development Department

The Sun

I Inquired

Riverside Press-Enterprise

Court Web Site

Inland Valley Daily Bulletin

Other Website **Which one?** _____

Orange County Register

Job Fair

Victorville Daily Press

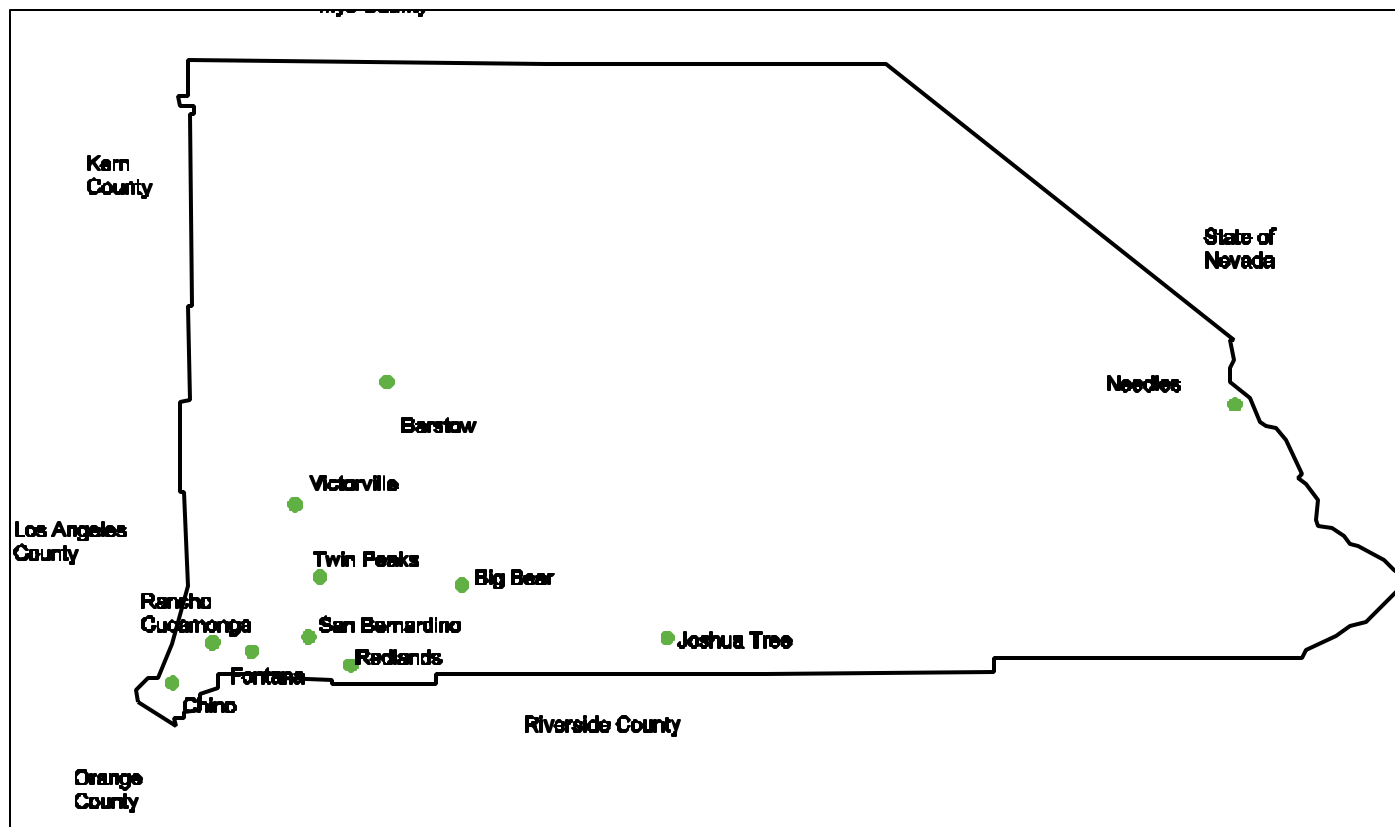
Job Hotline

Other Newspaper **Which one?** _____

Jobs Available

Campus Career Center

Other Source **Which one?** _____



50 miles

Court Locations

Barstow Court
235 E. Mountain Ave.
Barstow, CA 92311

Big Bear Court
477 Summit Ave.
Big Bear, CA 92315

Chino Court
13260 Central Ave.
Chino, CA 91710

Joshua Tree Court
6527 White Feather Rd.
Joshua Tree, CA 92252

Juvenile Court
900 E. Gilbert St.
San Bernardino, CA 92415

Fontana Court
17780 N. Arrow Highway
Fontana, CA 92335

Needles Court
1111 Bailey St.
Needles, CA 92363

Rancho Cucamonga Court
8303 N. Haven Ave.
Rancho Cucamonga, CA 91730

Redlands Court
216 Brookside Ave.
Redlands, CA 92373

San Bernardino Court
351 N. Arrowhead Ave.
San Bernardino, CA 92415

Twin Peaks Court
26010 State Highway 189
Twin Peaks, CA 92391

Victorville Court
14455 Civic Dr.
Victorville, CA 92392

ADDITIONAL WORK EXPERIENCE

EMPLOYMENT HISTORY: Please account for all employment within the last ten years, beginning with your current or most recent position. In addition, please indicate any other experience which you feel is relevant to the position for which you are applying (e.g., volunteer experience, military experience, etc.). **Resumes are welcome, but will not be accepted as a replacement for this application. Please use the additional work experience addendum form or you may attach additional sheets if necessary.** Complete all requested information fully. **Your application will be rejected if you write "See Resume."**

ORGANIZATION – Department/Section	Title of Position	From – Month/Day/Year	To – Month/Day/Year
Name and Title of Immediate Supervisor			
Address	City, State	Zip Code	Phone Number
Monthly Salary Beginning \$ _____ Ending \$ _____	Hours per Week _____ Reason for Leaving _____		
<i>Summary of Job Duties</i>			
			<i>FOR OFFICE USE</i>

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